

ERIE COUNTY DIV. OF FIRE SAFETY – ADMINISTRATIVE PROCEDURES				
SOP#	SUPERSEDES	CREATED	LAST UPDATED	REVISION#
1011	-	04/15/04		
SECTION		AREA		
Training		Unexcused Absences		

### **1011.1 Scope:**

This management procedure establishes guidelines for the handling of unexcused student absences from training courses. It was created to encourage participation in and compliance with the training course pre-registration process.

Given that available class sizes are so limited, it is imperative that all students attend the course(s) they pre-register for. Failure to do so denies other students the opportunity to receive important training.

While sudden, unforeseen circumstances may prevent a student from attending the first unit of a course they pre-registered for, it's reasonable to expect that students should know at least 24-hours prior to a course start whether or not they will be able to attend and complete all of the units of the course.

### **1004.02 Applicable Guidelines:**

See also Erie County SOG#1003 "Training Course Applications" and SOG#1004 "Attendance at Training."

### **1004.03 Unexcused Absence:**

As stated on the standard training course application Form 1001:

1. This course application must be COMPLETED for EACH student and signed by the student's fire chief. This is REQUIRED even for members of the host agency. STUDENTS MUST BE PRE-REGISTERED by the course deadline.
2. The applicant will be enrolled in the course requested upon receipt of this completed application at the Erie County Fire Safety Office. You will be contacted ONLY in the event we must decline your application for attendance in this course.
3. Applicants must notify the Fire Safety Office 24-hours prior to the scheduled course start if they WILL NOT be able to attend the course requested. Your fire department may be invoiced for your failure to attend courses registered for.

### **FAILURE TO ATTEND A COURSE:**

Thus, failure to follow the instructions as outlined on the course application (i.e. – failure to notify the Fire Safety Office 24-hours prior to the scheduled course start if they WILL NOT be able to attend the course requested) will result in the student's agency being assessed a \$25 registration cancellation fee via invoice (Form#1058.)

If sudden, unforeseen circumstances prevented a student from attending a course they pre-registered for AND from making prior notifications, the student's chief must submit details of the extenuating circumstances upon receipt of the invoice.

Absences due to last minute unavoidable events such as alarms may be waived. Therefore, the student's fire chief will be required to submit an excuse for the cancellation with supporting documentation, –OR– remit payment for the cancellation fee within fifteen (15) days of the date of the invoice.

**FAILURE TO ATTEND THE FIRST UNIT OF A COURSE:**

Should a student need to miss just the first unit of a course they pre-registered for, they are required to notify the instructor and/or the Fire Safety Office prior to the start of the course. Failure to do so may result in the student being denied attendance for the balance of the course units. A list of instructors and their contact numbers are available at: [www.erie.gov/fire](http://www.erie.gov/fire).

The \$25 registration cancellation fee does not apply if a student needs to miss just the first unit of a course they pre-registered for AND the appropriate notifications are made.